

Getting prequalified

We require eligible suppliers who work in the riskiest parts of our business to be prequalified.

Prequalification takes the form of questionnaires across two sections, where both need to be approved, if you require prequalification after review, validating that you meet our capability and competency requirements.

Prequalification Questionnaire Section 1 ensures compliance to Sydney Water standards for Environment, Quality, Insurances, Industrial Relations, Business Resilience and Corporate Social Responsibility.

Prequalification Questionnaire Section 2 relates to Safety compliance and may require a subscription to Beakon. Beakon is a third-party managed service used only for suppliers who are required to attend a site, where an electronic Permit to Work (ePTW) is necessary. Fees apply for a Beakon subscription under a user-pay model. Beakon may contact you if additional information is required as part of the safety prequalification or ePTW process.

The prequalification process aims to work in parallel, but not replace, the tender assessment for individual projects.



As your organisation's nominated supplier contact, follow this guide to action prequalification **via invitation email**, and to understand what we require as part of our prequalification process.

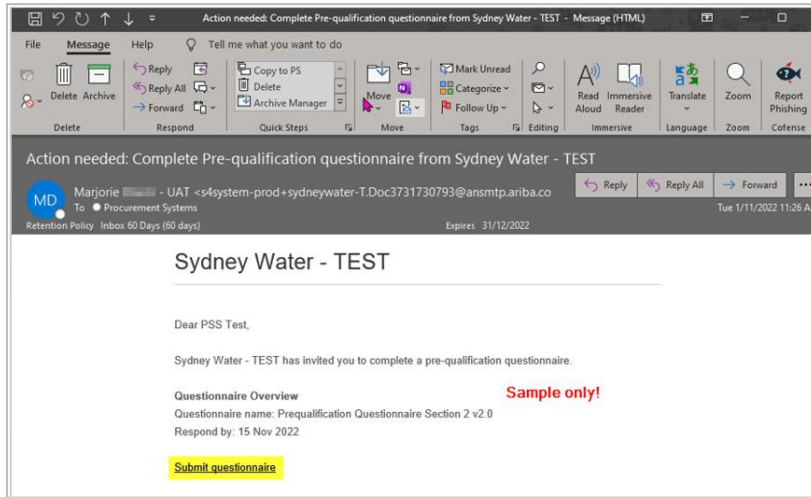
Related **Sydney Water** guides:

[Accessing supplier questionnaires and sourcing opportunities](#) - If you have submitted a response to a Sydney Water supplier questionnaire / sourcing opportunity in the past, you may follow this guide to access the prequalification questionnaire/s.

[Responding to supplier questionnaires and sourcing opportunities](#)

1. Action the prequalification questionnaire invitation email

Click the link **Submit questionnaire** and refer to [Logging in or signing up to SAP Ariba](#) on how to action the email.



The Prequalification Questionnaires are under the Questionnaires section on your **Ariba Proposals and Questionnaires** dashboard.

2. Open the prequalification questionnaire/s

[Download Tutorials](#)
[Update Profile](#)

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events ☰

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Registration Questionnaire	Doc4930487653	27/12/2024 11:38	(no value)	(no value)	Invited

Qualification Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
Prequalification Questionnaire Section 1 v2.0	Doc5051052823	13/12/2025 16:44	(no value)	(no value)	Not Responded
Prequalification Questionnaire Section 2 v3.0	Doc5073610311	31/3/2025 17:39	(no value)	(no value)	Not Responded

3. Respond/update the prequalification questionnaire/s

Important information:

The following sections provide an **overview only** of the type of questions being asked in the prequalification questionnaires.

For detailed guide on how to respond to the questionnaires, refer to [Responding to supplier questionnaires and sourcing opportunities](#).

When providing [attachments](#), be aware that only one (1) file is allowed. If you need to attach multiple documents, compress them into a zip file with a **maximum of 100mb per file**.

When providing [insurances and certificates](#), ensure to enter the **Certificate Details**. When these are about to expire or are expired, the same Certificate Details on the questionnaire should be updated. See Section 8.2.

3.1 Prequalification Questionnaire Section 1

This prequalification questionnaire aims to understand your competency and capability around the following risk areas:

- Quality
- Environmental
- Corporate Social Responsibility
- Business Resilience
- Financial
- Industrial Relations / Human Relations

3.1.1 Declaration Content

When the declaration statement is agreed with, required sections will be visible.

Console
Doc5051052823 - Prequalification Questionnaire Section 1 v2.0
Time remaining
270 days 06:24:54

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

- 1 About Sydney Water S...
- 2 Declaration
- 3 Quality
- 4 Environmental
- 5 Corporate Social Res...
- 6 Business Resilience
- 7 Financial
- 8 IR or HR

All Content

Name ↑	
▼ 1 About Sydney Water Supplier Prequalification	
1.1 Sydney Water conducts supplier prequalification process and manage tender activities using Ariba eProcurement technology.	
Successfully completing a prequalification exercise does not guarantee that we will invite you to a tender or award you any business, contract or purchase order.	
Only one attachment per question is allowed. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except ".EXE". and ".RAR".	
All supporting documentation must be controlled versions and include Date of Issue, Version Number and Approved By information.	
1.2 To meet Sydney Water's prequalification requirements, you must complete Prequalification Questionnaire Section 1 and Prequalification Questionnaire Section 2.	
▼ 2 Declaration	
2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business.	* Yes <input type="checkbox"/>
▶ 2.2 Supplier Information	
▶ 3 Quality	More... +
▶ 4 Environmental	More... +
▶ 5 Corporate Social Responsibility	
▶ 6 Business Resilience	
▶ 7 Financial	More... +
▶ 8 IR or HR	

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

3.1.2 Supplier Info

<p>2 Declaration</p> <p>2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business.</p>		<p>* Yes <input type="button" value="v"/></p>
<p>2.2 Supplier Information</p> <p>2.2.1 What type of supplier are you?</p>		<p>* <input type="checkbox"/> Subcontractor (Supplier engaged to carry out work or services on site under a subcontract agreement with Sydney Water or one of the RDPs) <input type="checkbox"/> Goods Supply Only (Supplier that provides tangible goods or materials for use in delivering the work for the Principal or directly for use by Sydney Water or one of the RDPs) <input type="checkbox"/> Services Supply only (Services include any work on Sydney Water owned and operated site/asset including any construction or high risk work, inspecting, testing, maintenance, commissioning, using high risk plant/equipment, geotech work etc.) <input type="checkbox"/> Goods & Services Supply (Supplier that provides goods and services) <input type="checkbox"/> Professional Consultant Services (Supplier that offers professional / expert advice (e.g. solicitors, legal services, marketing, education and training and entertainment), design services or design and construct services)</p>
<p>2.2.2 Does your company or will your company work on, or subcontract work on a Sydney Water owned and operated asset and/or site (including any RDP managed site)?</p> <p>Work includes inspecting, testing, commissioning, surveying or geotech work. Work also includes any high risk work on a Sydney Water site/asset such as un/loading vehicle with hyab, crane, mobile equipment or any plant that requires a licence by the driver, delivery or pick up of chemicals such as biosolids, waste or bulk dangerous goods. If you are a Principal Contractor to Sydney Water, you must answer "Yes" to this question. If your company only undertakes work onsite that is office or administratively based such as professional consultant, then answer "No" to this question.</p>		<p>* Yes <input type="button" value="v"/></p> <div style="border: 1px solid blue; padding: 5px; width: fit-content;"> <p>If you answer "Yes" to this question, you will be required to complete Prequalification Questionnaire Section 2 and subscribe to Beakon, a third-party managed service for Safety prequalification and electronic permit to work (ePTW).</p> </div>
<p>2.2.3 What is your company's legal entity status?</p>		<p>* Private Company <input type="button" value="v"/></p>
<p>2.2.4 Provide a brief description of your company and work generally provided including the number of years the company has been providing the services for which it seeks qualification.</p>		<p>* <input type="text"/></p>
<p>2.2.5 Please indicate the corporate structure of your company; including ownership, subsidiaries or affiliates, parent company, belonging to corporate group or JV, and full legal names and addresses if applicable.</p>		<p>* <input type="text"/></p>
<p>2.2.6 Are there any court actions and/or industrial tribunal hearings against your company, or any unresolved issues relating to Health and Safety, or other regulatory investigations?</p>		<p>* Unspecified <input type="button" value="v"/></p>
<p>2.2.8 What's your company's annual turnover over the last 3 years?</p>		<p>* Year1: xxxxx AUD Year2: xxxxx AUD Year3: xxxxx AUD</p>
<p>2.2.9 Please provide supporting documentation / evidence</p>		<p>Attach a file</p>

Skipped numbers indicate conditional questions, i.e., questions that become visible based on the response to the previous question.

3.1.3 Quality

We would like to ensure our suppliers provide quality goods / services as this has direct impact to our customers. These questions will give us an idea of your quality assurance process.

<p>3 Quality Less... <input type="button" value="-"/></p> <p style="color: red;">Please ensure your certificate is valid at date of submission. Expired certificates will be rejected.</p>	
<p>3.1 Does your company have a Quality Management System certified to the latest version of AS/NZS ISO 9001, relevant to the goods or services being provided to Sydney Water?</p>	<p>* Unspecified <input type="button" value="v"/></p>
<p>3.16 Please confirm whether any of your services will be outsourced, explain the reason for doing so and attach the certifications/licenses that the outsourced contractor(s) possess. For the avoidance of doubt further subcontracting of services will only be accepted in exceptional circumstances.</p>	<p>* Unspecified <input type="button" value="v"/></p>

3.1.4 Environmental

We aim to provide services to our customers with minimal environmental impact and as such, we need to ensure that we are sourcing from suppliers who share our vision.

Getting prequalified

4 Environmental Less... -	
<p style="color: red;">Please ensure your certificate is valid at date of submission. Expired certificates will be rejected.</p>	
4.1 Do you have an Environmental Management System externally certified to ISO 14001? ⓘ	* Unspecified ▾
4.3 Does your company have an Environmental Policy or plan in place?	<input type="checkbox"/> Environmental Policy or similar outlining environmental commitment <input type="checkbox"/> Environmental risk management <input type="checkbox"/> Environmental objectives, targets and programs <input type="checkbox"/> Internal and external communication on environmental issues <input type="checkbox"/> Environmental training of all personnel <input type="checkbox"/> Subcontractor and supplier management regarding abilities to comply with the specified environmental requirements and monitoring their performance <input type="checkbox"/> Management of non-conformances, corrective and preventative actions <input type="checkbox"/> Potential emergency situations and managing and responding to environmental incidents, including pollution incident notifications <input type="checkbox"/> Monitoring and measurement of key characteristics of those activities that have or can have a significant impact on the environment <input type="checkbox"/> Evaluation of environmental compliance obligations for products and services <input type="checkbox"/> Environmental audits and inspections process
4.8 Has your company / related business entity (including any of its directors or managers) been prosecuted for a breach of environmental legislation (State or Commonwealth) or served with any regulatory actions, penalty notice(s) or environmental protection notice(s), or had Environment Protection Licence suspended or revoked?	* Unspecified ▾
4.12 Do you agree to complete a quarterly waste management, native vegetation reporting, National Greenhouse Energy Report (NGER) and other reporting required to meet our sustainability and net carbon zero commitments?	* Unspecified ▾
4.13 Has your company set up a programme for training staff on environmental issues? If yes, does this include: 1) An employee induction programme that includes protecting and managing risks to the environment? 2) Keeping a record of all employees who receive training? 3) Regular updates on environmental issues?	* Unspecified ▾
4.15 Environmental Sustainability Less... -	
<p style="color: red;">Please ensure your certificate is valid at date of submission. Expired certificates will be rejected.</p>	
4.15.1 Does your company have a sustainability policy, code of conduct or other documentation showing commitment to:	<input type="checkbox"/> Carbon footprint management (i.e. net zero carbon emissions target and climate change abatement objectives) <input type="checkbox"/> Resource use, recovery and management measures <input type="checkbox"/> Reduction in energy consumption <input type="checkbox"/> Reduction in water consumption <input type="checkbox"/> Biodiversity conservation <input type="checkbox"/> Sustainable procurement (i.e. ethical sourcing within supply chain, applying circular economy principles in design and delivery of products including waste hierarchy, climate change abatement objectives and net zero carbon emission targets)
4.15.4 Please provide any other certification you may hold, such as ISO 50001 (Energy Management) or ISO 20400 (Sustainable Procurement). ⓘ	* Unspecified ▾

3.1.5 Corporate Social Responsibility

We highly value our social responsibilities and would like to know if our suppliers are aligned with us.

5 Corporate Social Responsibility	
5.1 Does your company have approved policies, procedures and processes that outline your approach to mitigate and report on Modern Slavery in your operations and your supply chain?	* Unspecified ▾

3.1.6 Business Resilience

We are looking to partner with suppliers who remain resilient to global and local issues and problems.

6 Business Resilience	
6.1 Does your company conduct background checking (National Police Check / Criminal Record Check) of its staff?	* Unspecified ▾
6.2 Is your company owned or substantially owned by a foreign entity or foreign government?	* Unspecified ▾

3.1.7 Financial

As a company, we are looking to partner with suppliers with good financial records.

▼ 7 Financial Less... <input type="text"/>	
Please ensure your certificate is valid at date of submission. Expired certificates will be rejected.	
7.1 Sydney Water generally requires Public Liability insurance of AUD\$20M minimum value. Do you have this level of cover? (i)	* Unspecified <input type="text"/>
7.2 Sydney Water generally requires Product Liability insurance of AUD\$20M minimum value. Do you have this level of cover? (i)	* Unspecified <input type="text"/>
7.3 Does your organisation have Workers Compensation insurance? (i)	* Unspecified <input type="text"/>
7.5 Sydney Water generally requires Motor Vehicle Third Party Liability Insurance of AUD\$30M minimum value. Do you have this level of cover? (i)	* Unspecified <input type="text"/>
7.7 Has your company traded under any other business or trading names?	* Unspecified <input type="text"/>
7.9 Have any of the proprietors, principals, directors, managers or secretaries of your company, or any former business or their spouses ever been bankrupt or ever had any ICAC convictions recorded? If yes, please provide details.	* Unspecified <input type="text"/>
7.11 Is your company, its Directors or Key Management Personnel the subject of regulatory action or legal proceedings as a result of litigation, criminal enforcement actions or civil actions for acts suggesting illegal, improper or unethical conduct?	* Unspecified <input type="text"/>
7.13 Has your company ever had any ICAC convictions recorded against it?	* Unspecified <input type="text"/>
7.14 In the last 5 years, has the organisation or any former business identified within your Corporate Structure, been liquidated or entered into receivership, administration, or creditors' composition pursuant to the Bankruptcy Act or Corporations Law (AU only), or Insolvency Act or Corporations Act (NZ only)?	* Unspecified <input type="text"/>

3.1.8 IR or HR (Industrial / Human Relations)

These questions ensure that all our suppliers comply with government regulations in terms of handling their workforce. This section is only visible when the answer to question 2.2.2 is a "Yes".

▼ 8 IR or HR	
8.3 Are there any court actions and/or industrial tribunal hearings against your company, or any other unresolved issues relating to other regulatory investigations (such as Fair Work Ombudsman)?	* Unspecified <input type="text"/>
8.5 Has your business been impacted by industrial action in the last 5 years? (i)	* Unspecified <input type="text"/>
8.7 Do you obtain evidence from your employees, confirming their rights to work? (i)	* Unspecified <input type="text"/>
8.8 Are any of your employees employed on a work visa?	* Unspecified <input type="text"/>
8.11 Do you comply with all relevant legislation relating to the payment of employees and keeping of employment records? (i)	* Unspecified <input type="text"/>

3.2 Prequalification Questionnaire Section 2

This prequalification questionnaire is specific to safety. If a supplier requires prequalification, they are required to complete whether they work onsite or not.

Onsite is defined by Sydney Water as **suppliers performing tasks at a Sydney Water site or on a Sydney Water asset; pickup/delivery of high-risk items such as chemicals and biosolids; includes any works requiring a license such as forklift or crane.**

3.2.1 Declaration

When the declaration statement is agreed with, required sections will be visible.

Console Doc5073610311 - Prequalification Questionnaire Section 2 v3.0 Time remaining 13 days 05:28:31

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 About Sydney Water S...
2 Declaration
3 Safety

All Content

▼ 1 About Sydney Water Supplier Prequalification

1.1
Sydney Water conducts supplier prequalification process and manage tender activities using Ariba eProcurement technology.
Successfully completing a prequalification exercise does not guarantee that we will invite you to a tender or award you any business, contract or purchase order.
We can only accept one document per question. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except ".EXE" and ".RAR".
All supporting documentation must be controlled versions, including Date of Issue, Version Number and Approved By.

1.2 To meet Sydney Water's prequalification requirements, you must complete Prequalification Questionnaire Section 1 and Prequalification Questionnaire Section 2.

▼ 2 Declaration

2.1 I confirm the responses submitted below are true and evidence to support these responses will be requested. Participation in this prequalification exercise does not guarantee participation in a tender activity or award of business. * Yes

2.2 Supplier Information

▼ 3 Safety More... +

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

3.2.2 Safety

We aim to ensure that our suppliers are following safety standards to ensure safety of our workforce, customers, and the community more broadly.

▼ 3 Safety Less... -

Please ensure your certificate is valid at date of submission. Expired certificates will be rejected.

3.1 What type of supplier are you?
Note: Please select one option **only**.

Subcontractor (Supplier engaged to carry out work or services on site under a subcontract agreement with Sydney Water or one of the RDPs)
 Goods Supply Only (Supplier that provides tangible goods or materials for use in delivering the work for the Principal or directly for use by Sydney Water or one of the RDPs)
 Goods & Services Supply (Supplier that provides goods and services)
 Services Supply only (Services include any work on Sydney Water owned and operated site/asset including any construction or high risk work, inspecting, testing, maintenance, commissioning, using high risk plant/equipment, geotech work etc.)
 Professional Consultant Services (Supplier that offers professional / expert advice (e.g. solicitors, legal services, marketing, education and training and entertainment), design services or design and construct services)

3.2 Does your company only work in an office environment and not interact with any energy sources on a Sydney Water owned and operated site and/or asset, for example, providing office based service such as legal, marketing, education, entertainment or design services, or installing software, watering plants or similar low risk tasks?
Note: Do not answer "Yes" to this question if you work in operational areas unsupervised and/or conduct any high risk work. If your company performs consultancy works onsite, your answer should be "No".

Unspecified

3.21 Please indicate if you are performing Construction Works that involve:
(Allow multiple selection)

Work that involves a risk of a person falling more than two metres
 Work on a telecommunication tower
 Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
 Work that involves, or is likely to involve, the disturbance of asbestos
 Structural alterations or repairs that require temporary support to prevent collapse
 Work in or near a confined space
 Work in or near a shaft or trench with an excavated depth greater than 1.5 metres
 Work in or near a tunnel
 Use of explosives
 Work on or near pressurised gas distribution mains or piping
 Work on or near chemical, fuel or refrigerant lines
 Work on or near energised electrical installations or services
 Work in an area that may have a contaminated or flammable atmosphere
 Work involving tilt-up or precast concrete
 Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
 Work in areas in which there is movement of powered mobile plant
 Work in areas in which there are artificial extremes of temperature
 Work in, on, above or near water or other liquid that involves a risk of drowning
 Work that involves diving work
 None of the above

3.52 Does your company have a safety management system that is certified to ISO 45001* or accredited to the Office of Federal Safety Commission (OFSC accreditation)?
Note: If your company undertakes any construction and/or high risk work, safety certification is mandatory.
* By a registered JAS-ANZ auditor only; only Australian accreditation is acceptable.

Unspecified

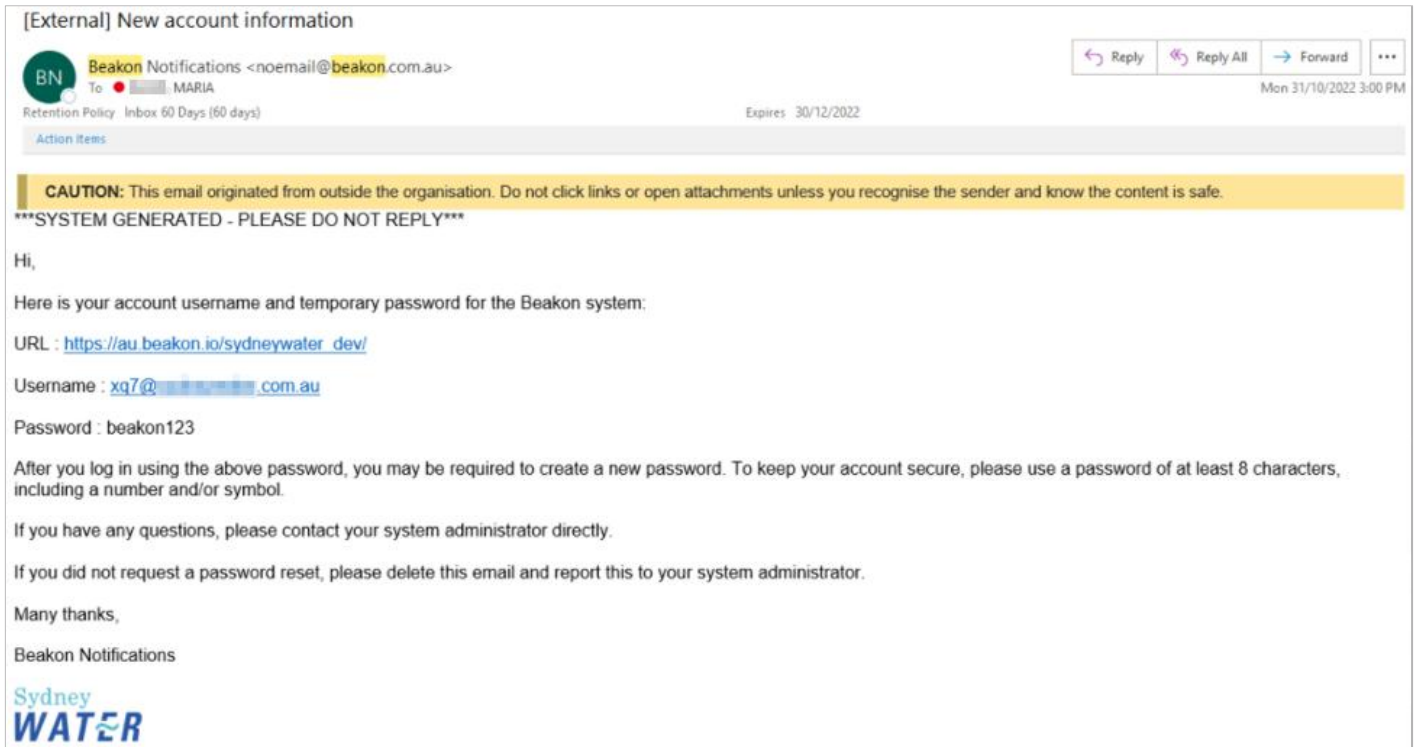
3.57 Please specify the following for each of the last three financial years (FY) for your organisation or any subcontractors working for your organisation.
For each FY:
- Safety related convictions, prosecutions or safety infringement/improvement notice(s)
- Number of LTI's (Lost Time Injury)
- Number of MTI's (Medical Treatment Injury)
- Number of Near Misses
- Work hours
- LTI Frequency
- TRIFR (Lost time injury frequency rates)
- Number of work-related fatalities (for last 10 financial years)

Safety related convictions, prosecutions or safety infringement/improvement notice(s) - FY1 = ??; FY2 = ??; FY3 = ??
 - Number of LTI's (Lost Time Injury) - FY1 = ??; FY2 = ??; FY3 = ??
 - Number of MTI's (Medical Treatment Injury)

3.58 Please provide supporting documentation / evidence Attach a file

For suppliers who are required to attend a site, where an electronic Permit to Work (ePTW) is necessary:




When Prequalification Questionnaire Section 2 has been approved, you will receive a Beakon-generated email notifying you that a profile has been created for your organisation in Beakon. You are required to action this email and subscribe to Beakon in a user pay model. Beakon will contact you if they require further information as part of safety prequalification and electronic permit to work (ePTW).



4. Provide access to prequalification questionnaires

As access to proposals / questionnaires is provided at the supplier contact level, not organisation level, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team** to provide eligible colleagues access to the prequalification questionnaires.

5. Support

	<p>Did not find what you're looking for? Access all Sydney Water supplier support resources here.</p>
	<p>To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au.</p>
	<p>For SAP product documentation and supplier support, visit the SAP Help Centre.</p>